



Deputy Director  
for Administration

DDA 85-1250  
8 April 1985

NOTE FOR: Director of Personnel

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: "Talent Scouts" Program

Bob,

Why aren't we innovative like Allied?



Harry E. Fitzwater

Attachment

STAT

*Allied*  
INTER-OFFICE MEMORANDUM

TO All Allied Employees

FROM

Harold L. Blank  
Site Manager

LOCATION CIA Headquarters

LOCATION

Allied, CIA Headquarters

DATE 29 March 1985

SUBJECT

"Talent Scouts"  
Employment Referral  
Program

I am happy to announce an exciting new program for us at Headquarters. Beginning immediately, you can receive up to \$250.00 for each candidate that you sponsor for employment under our "Talent Scouts" program. Details are attached.

Jim Price has been designated as "Program Coordinator". Therefore, all referrals and questions should be directed to him.

I hope you will be as excited about this program as I am. We have a great opportunity to bring into our Allied family the kind of people we know would do a good job and with whom we would like to work, and at the same time be handsomely rewarded for our efforts!.

We encourage the active participation of all Allied employees in order to make the "Talent Scouts" program a success. Although the sponsors will be rewarded individually, each of us will benefit from having competent, conscientious, qualified co-workers to help us efficiently and successfully do our job.

The success and duration of the program is in your hands!

I look forward to personally rewarding many of you in the near future.

HLB/lo

Enclosure

*Allied*

## TALENT SCOUTS

### How the Program Works

The purpose of this program is to encourage members of our Allied family to search out and refer candidates to be considered for employment with Allied at Headquarters and the Jackson Building (warehouse).

To reward your efforts, Allied has established a two-step monetary award system in which you can receive \$250.00 for being a sponsor.

\$50 - After your candidate has been employed for six weeks, with satisfactory performance.

\$200 additional - After your candidate has been employed for six months, with satisfactory performance.

An official Company referral form must be used. It should be certified by Jim Price, who currently serves as program coordinator.

As the sponsor, you will be expected to assist the candidate in completing his application forms, getting to interviews on time, and to the extent possible his job performance during the first six months. Therefore, every effort should be made to refer individuals who are likely to meet the job and clearance requirements.

Most all employees at this job site are eligible to participate in this program. However, management personnel designated by the Site Manager, as well as individuals involved in the hiring decision have been excluded.

Candidates for any available position are eligible under this program. However, the employment decision as well as the decision to terminate an employee rests solely with Allied management personnel. Candidates who are not qualified, have unstable work histories or are unlikely to meet the clearance requirements will not be hired. Also, those candidates who do not perform satisfactorily or do not achieve the required clearance will be terminated. Additionally you must be an active employee to receive the bonus when earned.

Award money that you receive under this program is taxable and will be reflected in your W-2 form.